

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
UNIT 30400
APO AE 09131-0400

DIRECTIVE
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OPERATIONS

USEUCOM Intratheater Operational Support Airlift (OSA) Policies and Procedures

1. **Purpose.** This USEUCOM Directive (ED) provides Headquarters, United States European Command (HQ USEUCOM) policies and procedures governing the scheduling and use of USEUCOM's Intratheater Operational Support Airlift (OSA) assets.
2. **Applicability.** Published by USEUCOM Plans and Operations Center, Operations Division, Current Actions Branch (EPOC-OD-CAB), this directive is applicable to all military and civilian personnel requesting OSA support within the USEUCOM AOR. This directive gives specific instruction to personnel assigned to USEUCOM, its components, sub-unified commands, and subordinate joint activities. Components shall produce their own procedures for actual execution of OSA missions. Procedures for U.S. military officers assigned to NATO can be found in paragraph 10.e.
3. **Internal Control Systems.** This directive is not subject to requirements in ED 50-8, Internal Management Control Program.
4. **Suggested Improvements.** The proponent for this directive is the USEUCOM Operations Directorate, Operations Division, Current Actions Branch (EPOC-OD-CAB). Users are encouraged to provide comments directly to HQ USEUCOM, ATTN: EPOC-OD-CAB, UNIT 30400, BOX 1000, APO AE 09131.
5. **References.**
 - b. Joint Federal Travel Regulation, Volume I and Volume II
 - c. DOD Directive 4500.56, DoD Policy on the Use of Government Aircraft and Air Travel
 - d. DOD Directive 4500.43, Operational Support Airlift (OSA)
 - e. DOD Directive 5158.4, USTC, Current Edition
 - f. DOD Regulation 4515.13-R, Air Transportation Eligibility
 - g. DOD 4500.54-G, Foreign Clearance Guide

- h. EUCOM Directive ED 64-1, Transportation Policy and Management
- i. Forces For Unified Commands (S)
- j. Joint Publication 1-02
- k. CDRUSEUCOM Memo, "Requests for US Military Air (MILAIR) and Accompanying Spouse Travel By US Military Officers Serving in NATO Positions" 5 Nov 2003
- l. DEPSECDEF Memo, "Travel By Family Members" 15 March 2002
- m. USEUCOM SUP 1 to DOD 5200.1-R, "Information Security Program"
- n. JOINT STAFF Memo, "Request for Exception to DOD Travel Policy-US Airlift NATO," 101620ZAPR02
- o. CDRUSEUCOM Memo, "Delegation of Approval for Travel Aircraft" 5 Nov 2003

6. **Explanation of Terms.**

- a. **Operational Support Airlift (OSA)** – OSA missions are movements of high-priority passengers and cargo with time, place, or mission-sensitive requirements.
- b. **Navy Unique Fleet Essential Airlift (NUFEA)** – Title 10, United States Code authorized air transportation essential for Navy's unique operational requirements. Specifically, unpredictable, high priority, short notice airlift of people, cargo and mail. These lifts are normally in support of fleet movements not compatible with Air Mobility Command (AMC) channel, AMC Special Assignment Airlift Missions (SAAMs) or commercial route structures. NUFEA is designed to provide wartime movement of personnel and material from AMC inter-theater airheads to the Carrier and Vertical on Board (COD/VOD) airhead sites.
- c. **USEUCOM Intratheater OSA Aircraft** – The primary inventory of fixed-wing aircraft assigned by the Forces For Unified Commands (Forces For) that normally perform the USEUCOM OSA missions. USEUCOM has COCOM of these aircraft and OPCON of aircraft chopped to the theater. These aircraft are defined in the Forces For as the USEUCOM airlift aircraft (Air Force), theater logistics aircraft (Army and Navy) or similar aircraft that are OPCON to CDRUSEUCOM. Other fixed-wing and rotary-wing aircraft can be used for Intratheater OSA missions when directed by CDRUSEUCOM. OSA aircraft are those fixed-wing aircraft acquired and/or retained exclusively for OSA missions, as well as any other Department of Defense (DoD)-owned or controlled aircraft, fixed or rotary-wing, used for OSA purposes.
- d. **Required Use Travelers** – Presidential or Secretary of Defense-designated travelers that are to use military aircraft due to continuous requirement for secure communications or threats that could endanger lives. The SECDEF has designated the DepSECDEF; the Secretaries of the Military Departments; the Chairman, Vice Chairman and Joint Chiefs of Staff; the Commanders

of Combatant Commands; and four-star general/flag officers as "required use" travelers for official travel only. The following USEUCOM positions are required users for official travel only: CDRUSAFE, CDRUSAREUR, CDRUSNAVEUR and DCDRUSEUCOM.

CDRUSEUCOM has been designated as a required use traveler for both official and unofficial travel, however, unofficial travel may only be executed when carrying out duties as Supreme Allied Commander, Europe, and only upon advance notification to SECDEF, on a reimbursable basis at the full coach fare. Retired four-star general/flag officers traveling on official business for the DoD are not required use travelers.

e. **Senior officials** - Flag and general officers, and SES or equivalent civilian employees.

f. **Other Than Required Use Official Intratheater OSA Travel** - Other than required use official travel is for the conduct of DoD official business and is normally accomplished using commercial transportation. Examples of this category of travel include, but are not limited to, attending conferences or meetings, giving speeches, and making routine site visits. The emphasis is that the purpose of travel must clearly be official in nature, with no appearance of impropriety.

g. **Unofficial Intratheater OSA Travel** - This normally refers to travel by a family member, non-DoD civilian, or non-Federal traveler when accompanying a senior DoD or other Federal official traveling on a military aircraft on official business. This category of travel differs from the space available privilege set forth in reference c. in that it is limited to travel in the company of a senior DoD official and is reimbursable by the traveler at the full commercial coach class fare, as required by reference (a.). Full commercial coach fare means a coach fare available to the general public between the day that the travel was planned and the day the travel occurred. Such unofficial travel is not authorized on MilAir unless the aircraft is already scheduled for an official purpose; this noninterference use does not require a larger aircraft than needed for the official purpose; official travelers are not displaced; it results in negligible additional cost to the Government; and the Government is reimbursed at the full-coach fare (the senior DoD official shall attach to his or her travel voucher a personal check made payable to the Treasurer of the United States and shall include a travel office printout that reflects the full-coach fare.)

7. **General.**

a. HQ USEUCOM Intratheater OSA program is first and foremost aimed at maximizing wartime readiness followed by ensuring cost-effectiveness and peacetime utilization of USEUCOM's OSA assets.

b. USEUCOM's Intratheater OSA missions are centrally controlled by HQ USEUCOM and decentrally executed by its components: United States Naval Forces Europe (USNAVEUR), United States Air Forces Europe (USAFE), United States Army Europe (USAREUR), and Special Operations Command Europe (SOCEUR). The specific component units that execute/schedule the OSA missions are: Air Service Coordinator Office, Mediterranean (ASCOMED) at Naval Support Activity Naples, Italy (USNAVEUR); Air Mobility Operations Control Center (AMOCC) at Ramstein Air Base, Germany (USAFE); the Centralized Aviation

Scheduling Office (CASO) in Heidelberg, Germany (USAREUR); and Special Operations Command Europe (SOCEUR) at Stuttgart-Vaihingen (Patch Barracks), Germany. POC information is provided in paragraph 11.

c. The primary OSA aircraft in the EUCOM AOR are all common-user type airlift/theater logistics aircraft listed in the current Forces For, whereby CDRUSEUCOM is the executing combatant commander. In addition, this directive will apply to all the above-categorized aircraft that CDRUSEUCOM accepts OPCON of.

8. **Policy.**

a. The use of OSA aircraft is restricted to the transport of DoD personnel, government property, other official government passengers, and other passengers or cargo as authorized by DoD directives, regulations and policies.

b. All personnel using or coordinating the use of USEUCOM Intratheater OSA for travel must familiarize themselves with the contents of this directive and the associated references.

c. IAW EUCOM SUP 1 to DOD 5200.1-R, detailed travel itineraries (arrival/departure times and places) of all general/flag officers and civilian equivalents, except "high-risk targets" traveling anywhere within the USEUCOM AOR will be marked and handled, as a minimum, as FOR OFFICIAL USE ONLY (FOUO). When preparing and coordinating itineraries, the office of primary responsibility for the visitor should review the threat and apply more stringent controls to this classification guidance on a case-by-case basis. When this is necessary, information will be classified, as CONFIDENTIAL. Separate extracts and portions of the itinerary used to coordinate visits should be treated and carefully controlled as FOUO. In implementing this guidance, the key expressions are "detailed travel itineraries" as opposed to "limited extracts." All detailed itineraries, when associated with senior leader "high risk targets" shall be treated as CONFIDENTIAL prior to execution of the airlift. High-risk targets include CDRUSEUCOM, DCDRUSEUCOM, USEUCOM COS, and their component counterparts. In all cases, when associating the user with the itinerary, all correspondence relating to specific airlift requests shall only be transmitted by secure means to the maximum extent practicable. Mark itineraries as follows:

Derived from: EUCOM Supplement 1 to DOD 5200.1-R/the compilation of unclassified information reveals detailed information on the principal's itineraries, and places them in eminent danger.

Declassify On: Completion of visit or trip.

d. All USEUCOM components will ensure the directives, regulations, and implementing procedures governing the use and management of travel are in compliance with this instruction and references a through n. Intratheater OSA is a premium mode of travel involving high costs and limited resources. As such, DoD senior officials should restrict travel via Intratheater OSA based on considerations such as the purpose of the trip, the method of transportation required, the priority of travel, and more specifically those conditions contained in paragraph 9 below. The use of DoD transportation resources is strictly limited to official DoD requirements unless

appropriately approved. It is essential that commanders and managers at all levels prevent the misuse, and strive to avoid the perception of misuse, of these resources.

e. USEUCOM's Intratheater OSA aircraft do not fly OSA missions outside of the USEUCOM AOR unless formally directed by CDRUSEUCOM, DCDRUSEUCOM, or USEUCOM's Component Commanders.

f. Diplomatic lead times must be observed. Requesting diplomatic clearances inside required lead times requires formal USEUCOM EPOC-DIR approval. It is the requester's responsibility to ensure that fully completed Intratheater OSA requests are submitted at least three working days prior to the country specific diplomatic lead time (found in the Foreign Clearance Guide). If multiple countries are to be visited, the requester must use the greatest notification lead time for the entire mission. Once submitted, requesters will limit changes. Changes made inside diplomatic lead times must also receive formal USEUCOM EPOC-DIR approval. Unless dictated by operational necessity, no changes should be made or accepted within 24 hours of mission execution.

g. Manifest of Non-DoD travelers requires legal review for determination of reimbursable or nonreimbursable travel. Travelers should submit requests to HQ USEUCOM ECJA (Staff Legal) 10 days prior to mission execution. Travelers include Ambassadors, State Department Personnel and Foreign Nationals that travel under what may be considered "in the primary interest of the Department of Defense."

h. Documents relating to requests for, approval, and disapproval of USEUCOM Intratheater OSA shall be retained by the components for two years.

i. Strict adherence to post-mission reporting ensures that OSA aircraft utilization is documented for annual reports submitted to USTRANSCOM, DoD and Congress. USEUCOM components are responsible for the development, retrieval and preparation of reports verifying the use of their assets. The proper format for the Senior Federal Traveler Report is in Appendix E. The proper format for OSA Aircraft Flying Hour Summary is in Appendix F.

j. OSA assets will be scheduled within the crew duty day limitations established by Service regulations and standard operating procedures for each type/model/series aircraft.

k. Information on USEUCOM Intratheater OSA flights is available from USEUCOM EPOC-OD-CAB at DSN 430-4220, Comm +49 (0)711-680-4220. Information is also available on the SIPRNET at <http://www.eucom.smil.mil/ecj3/osa/>.

9. **Eligible Users of USEUCOM Intratheater OSA.** Users of USEUCOM Intratheater OSA fall into the following categories:

a. **Required Users.** As defined in paragraph 6.e.

b. **Official Travel.** Official travel is travel undertaken in conjunction with the conduct of DoD official business and is normally accomplished using commercial transportation. Examples

of this category of travel include, but are not limited to, attending conferences or meetings, giving speeches, and making routine site visits. The emphasis is that the purpose of travel must clearly be official in nature, with no appearance of impropriety.

(1) Senior officials shall not request the use of USEUCOM Intratheater OSA for personal convenience. USEUCOM Intratheater OSA space available travel as set forth in reference c shall not be used by senior officials for official travel or to circumvent the approval process.

(2) Per reference (d), use of USEUCOM Intratheater OSA shall not be requested for other official travel if commercial airline service (including charter) is reasonably available. Reasonable availability means commercial air is “available to effectively fulfill the mission requirement and is able to meet the traveler's departure and arrival requirements in a 24-hour period, unless highly unusual circumstances present a clear and present danger, an emergency exists, use of Government aircraft is more cost-effective than commercial air, or other compelling operational considerations make commercial transportation unacceptable.”

c. Unofficial Travel. As defined in paragraph 6.h.

(1) Unofficial travel is not authorized on USEUCOM Intratheater OSA aircraft unless the aircraft is already scheduled for an official purpose. The addition of unofficial passengers must not result in a larger aircraft than needed for the official purpose and may not displace any official travelers. In addition, only negligible additional costs may be incurred, and the government must be reimbursed at the full commercial coach fare.

(2) The senior DOD official (being accompanied) shall attach a personal check made payable to the “Treasurer of the United States” to his or her travel voucher and shall include a travel office printout that reflects full coach fare.

(3) USEUCOM components will establish procedures for unofficial travel when accompanying a senior DoD official within their commands. All other requests for unofficial travel must be submitted, in writing, to DCDRUSEUCOM via HQ USEUCOM ECJA (Staff Legal) at least 10 days prior to travel. In all cases, the authorizing official shall be in accordance with reference (c). All such requests shall certify compliance with travel policy requirements and be personally signed by the requesting official. The authorizing official shall be in accordance with reference f.

d. Funded MilAir Travel by Family Members. This is a particularly sensitive area in which strict compliance with the rules is essential to avoid even the slightest perception of impropriety, which could undermine public confidence in the military.

(1) As a general rule, a family member may not accompany his or her DOD sponsor who is traveling on official business. A family member's travel may be approved where there is an unquestionably official function where the family member will participate in an official capacity, or such travel is in the U.S. interest because of a diplomatic or public relations benefit to the United States. Such participation is normally limited to spouses, at the four star general/flag

officer level or civilian equivalent, and is representational in nature. Participation requires more than mere attendance. As such, travel is allowed on a mission noninterference basis only, and must be authorized by invitational travel orders., which normally shall authorize reimbursement of transportation costs only, not to include per diem and other expenses under the JFTR, volume 1, and the JTR, volume 2 (reference b.) Funded family members shall travel in the company of their DoD sponsor on MilAir. However, unusual circumstances may occur that may necessitate exceptions to this general requirement. Such circumstances may include unplanned or unanticipated schedule changes or compelling mission requirements of the DoD sponsor. Under those unusual circumstances the funded family member shall travel in the most cost-effective manner available, which may include MilAir, subject to the written approval of the appropriate designated authority

(2) IAW DoD 4515.13-R (reference (f)), 4-star general and/or flag officers, the US Military Representative to NATO, COMAIRSOUTH, COMSIXTHFLT and MARFORLANT, may approve transportation, per diem, and/or other expense allowances for their spouses on a case-by-case basis using the criteria in the paragraph above, and shall personally sign the invitational travel orders. This authority does not constitute blanket approval authority, and blanket ITOs will not be issued for spouse travel.

(3) Requests by other officials for approval of family member travel shall be submitted in writing on a case-by-case basis to the same designated approval authority for the sponsor. Requests that seek approval for family member travel with funding for per diem and/or other expense allowances must clearly demonstrate that travel is essential to accomplishing the mission. These requests shall include strong evidence of benefit to the Department of Defense beyond fulfilling a simple, albeit important, representational role

(4) USEUCOM components will establish procedures for funded MilAir travel for family members in their commands. All other requests for funded MilAir travel for family members must be submitted, in writing, to DCDRUSEUCOM via HQ USEUCOM ECJA (Staff Legal) at least 10 days prior to travel. In all cases, the authorizing official shall be IAW DoDD 4500.56 (reference (c)). All such requests shall specify the traveler's proposed actual participation in an official function, and/or the diplomatic or public relations benefit of the accompanying travel and participation in the official event. In addition, the request will certify compliance with travel policy requirements and be personally signed by the requesting official.

(5) See Appendix B for request format for funded travel by family members.

10. Procedures for Requesting Intratheater OSA using USEUCOM OSA Assets.

a. HQ USEUCOM Staff, Component Commands, and USEUCOM Agency Travelers (hereafter referred to as: USEUCOM staff requesters). USEUCOM staff requesters may initiate travel requests for members of the USEUCOM staff and members of the component command staffs. USEUCOM staff requesters will not initiate requests for travelers from US Congress (CODELS), US Congressional staffs (STAFFDELS), Executive Agency and other travel requiring OSD approval, or US military members assigned to NATO or other foreign military staffs.

(1) USEUCOM staff requesters shall complete a DD Form 2768 to initiate the travel request. The completed DD Form 2768 must have all required signatures in accordance with DoD Directive 4500.43, Operational Support Airlift (reference d), to include the traveler's validating official (Block 13f), prior to submission. An electronic copy of the form, along with all applicable instructions on filling it out, is located on the USEUCOM EPOC (J3) SIPRNET site, www.eucom.smil.mil/ECJ3/OSA/. This form is also available on Form Flow and IMT. EPOC-OD-CAB does not prepare the DD Form 2768. As a reference, priority codes and authorizing officials for the Form 2768 are listed in Appendix A.

(2) After completing the DD Form 2768, the USEUCOM staff requester will then make an operational assessment of the request to determine the component best-suited to support the airlift request. As a general rule, members of component commands should request support from their component. This assessment should include, but is not limited to: length of mission (duration, leg lengths, required arrival and departure times, number of days and legs requested, etc.), type of aircraft each component has (C-9, C-12, C-20, C-21, C-26, UC-35, HH-60, and C-40 (if in theater), number of passengers, and special needs such as secure communications. Detailed information to aid in the analysis can be gathered on the EPOC (ECJ3) SIPRNET site to include aircraft information. SOCEUR does not accept the DD Form 2768, as SOCEUR has special operations specific aircraft, and no conventional OSA airlift assets.

(3) Upon completion of the operational assessment, the requester will fax the completed DD Form 2768 to the best-suited component: USNAVEUR's Air Service Coordinator Office, Mediterranean (ASCOMED), USAFE's Air Mobility Operations Control Center (AMOCC), or USAREUR's Centralized Aviation Scheduling Office (CASO). [see POC list paragraph 11] Requestors shall submit the DD Form 2768 to only one component to ensure that duplicate missions are not scheduled by the different components. Double booking of very limited MilAir assets will be avoided at all costs. EPOC-OD-CAB will be notified by components of double booking instances and will instruct OSA managers to not honor the request and relay the incident to the appropriate CDR for possible disciplinary action. The establishment of the component as executive agent ensures that every effort will be made to meet the request with all assets available. Note: DV and flag/general officer flight itineraries should be transmitted over secure communication lines to the maximum extent possible.

(4) If the component requested cannot support the request, the component will notify the requester of the "regret" and offer options for other component support. After being notified of non-support, the requester may submit the request to another component.

(5) Components may dictate component specific procedures to be used by USEUCOM staff requestors in addition to those outlined in this directive when requesting Intratheater OSA.

(6) Conflicts within the CJCS priority system will be resolved by the components in accordance with reference (d). Conflicts that cannot be resolved within this system shall be forwarded up the component's chain of command to a rank one higher than the highest rank of the conflicted parties. If a conflict continues to exist, the OSA request will be forwarded to the EPOC-OD-CAB for staffing. Resolution will be based on EUCOM priorities.

b. Congressional Travelers: All Congressional (CODEL) and Congressional Staff (STAFFDEL) travel is validated by OSD/LA (Legislative Affairs) Office and the assigned Service/LL (Legislative Liaison.)

(1) Once OSD/LA has validated the trip, OSD/LA will assign a Service/LL to handle coordination of the trip. The Service/LL will send a tasking memo to EPOC-OD-CAB. EPOC-OD-CAB will complete a feasibility assessment and provide any outstanding issues to the Service/LL within two workdays of receiving the memo.

(2) Once the feasibility assessment is complete, EPOC-OD-CAB will prepare a draft USEUCOM Tasking Order (TASKORD) for staffing purposes within one working day. Following staffing, the TASKORD will be forwarded for EUCOM EPOC-DIR approval. Once the approved TASKORD is released, the component supporting the request will establish direct liaison (DIRLAUTH) with the primary requesting POC and finalize mission details. SOCEUR will only be tasked when there is a compelling need for use of their aircraft. EPOC-OD-CAB will engage only if irresolvable issues arise between the user and supplier of the MilAir.

(3) Once the TASKORD is released, a comeback copy will be sent to the same organizations with whom the draft was staffed. The TASKORD will designate a primary POC from the requester. For missions with sufficient notice, EPOC-OD-CAB will publish the TASKORD NLT 72 hours prior to mission execution. Short notice missions inside the Foreign Clearance Guide's diplomatic lead-time requirements, will be handled as a case-by-case basis. USAFE, USAREUR, USNAVEUR, and SOCEUR are responsible for inserting the required information from the TASKORD or DIRLAUTH with the requestor into their particular flight planning system (JALIS, ANDROMEDA, EJAMS, etc.) EPOC-OD-CAB will not produce products other than the TASKORD.

c. OSD Personnel Travel. All OSA travel by personnel from OSD, Defense Agencies, or by personnel requiring SECDEF authorization must be validated by the OSD Executive Secretary (Exec Sec).

(1) Once the Exec Sec has validated the mission, they will send a tasking memo to EPOC-OD-CAB. EPOC-OD-CAB will proceed to staff and task the mission based on the tasking memo from the Exec Sec. EPOC-OD-CAB will produce a draft TASKORD for staffing purposes within one working day of receiving the validated request.

(2) Following staffing, the TASKORD will be forwarded for EUCOM EPOC-DIR approval. Once the approved TASKORD is released, the component supporting the request will establish direct liaison (DIRLAUTH) with the primary requesting POC and finalize mission details. SOCEUR will only be tasked when there is a compelling need for use of their aircraft. EPOC-OD-CAB will engage only if irresolvable issues arise between the user and supplier of the MilAir.

(3) Once the TASKORD is released, a comeback copy will be sent to the same organizations with whom the draft was staffed. The TASKORD will designate a primary POC

from the requester. For missions with sufficient notice, EPOC-OD-CAB will publish the TASKORD NLT 72 hours prior to mission execution. Short notice missions inside the Foreign Clearance Guide's diplomatic lead-time requirements, will be handled as a case-by-case basis. USAFE, USAREUR, USNAVEUR, and SOCEUR are responsible for inserting the required information from the TASKORD or DIRLAUTH with the requestor into their particular flight planning system (JALIS, ANDROMEDA, EJAMS, etc.) EPOC-OD-CAB will not produce products other than the TASKORD

d. Other eligible travelers. Eligible travelers in categories not yet covered in this section of this directive are validated by the Joint Staff J4 Joint Logistics Operations Center (JS J4 JLOC).

(1) When the JS J4 JLOC has validated the trip they will task USEUCOM if no other assets are available per a JS TASKORD. EPOC-OD-CAB will provide feedback to the Joint Staff regarding the feasibility of the travel in question within two workdays of receiving the TASKORD.

(2) Once the feasibility assessment is complete, EPOC-OD-CAB will prepare a draft USEUCOM Tasking Order (TASKORD) for staffing purposes within one working day. Following staffing, the TASKORD will be forwarded for EUCOM EPOC-DIR approval. Once the approved TASKORD is released, the component supporting the request will establish direct liaison (DIRLAUTH) with the primary requesting POC and finalize mission details. SOCEUR will only be tasked when there is a compelling need for use of their aircraft. EPOC-OD-CAB will engage only if irresolvable issues arise between the user and supplier of the MilAir.

(3) Once the TASKORD is released, a comeback copy will be sent to the same organizations with whom the draft was staffed. The TASKORD will designate a primary POC from the requester. For missions with sufficient notice, EPOC-OD-CAB will publish the TASKORD NLT 72 hours prior to mission execution. Short notice missions inside the Foreign Clearance Guide's diplomatic lead-time requirements, will be handled as a case-by-case basis. USAFE, USAREUR, USNAVEUR, and SOCEUR are responsible for inserting the required information from the TASKORD or DIRLAUTH with the requestor into their particular flight planning system (JALIS, ANDROMEDA, EJAMS, etc.) EPOC-OD-CAB will not produce products other than the TASKORD.

e. U.S. Military Personnel assigned to NATO. US Military Personnel assigned to NATO positions are authorized EUCOM Intratheater OSA MilAir with appropriate authorization and reimbursement by the international military budget of the NATO organization. These officers must submit a completed DD Form 2768 signed by the authorizing official to the appropriate component aviation activity. The CDRUSAFE (Commander, Allied Air Forces North), CDRUSNAVEUR (Commander, Joint Forces Command - Naples) and CDRUSAREUR (Commander, Component Command - Land Heidelberg) are the authorizing official for requests by U.S. military officers assigned to NATO positions within his NATO area of responsibility.

f. Invitational Travel.

(1) USEUCOM CDR, DCDR or Component Commanders may invite travelers to fly on Intratheater OSA provided the requirements contained in DoD 4515-13R (reference (f)) are satisfied.

(2) USEUCOM CDR, DCDR and Component Commanders may invite U.S. Ambassadors, or their senior deputies within overseas areas, to travel via Intratheater OSA when the commander determines that such travel within his theater of responsibility is primarily in the interest of the DoD. These travelers will travel on an Invitational Travel Order (ITO) generated by the inviting official. EPOC-OD-CAB does not prepare ITOs.

(3) USEUCOM CDR, and DCDR, and Component Commanders may authorize transportation of foreign nationals (O-7 and above as well as civilian equivalents) via Intratheater OSA within the EUCOM AOR. General officers reporting directly to CDRUSEUCOM Component Commanders may authorize transportation of foreign nationals in the rank of O-6 and below, as well as civilian equivalents. The commander may authorize this travel only after he has determined that such travel is in the primary interest of the DoD and within the limitations imposed by joint regulations. These travelers will travel on an ITO generated by the authorizing official. EPOC-OD-CAB does not prepare ITOs.

(4) Components may prescribe additional procedures for requesting airlift *in addition* to USEUCOM requirements outlined within this directive.

(5) An example of an ITO is at Appendix B.

g. For all issues affecting USEUCOM OSA assets, HQ USEUCOM is the final tasking authority, based on command priorities. If a scheduled mission is cancelled, and the traveler is either a DV Code 4 or higher, or is traveling on an ITO issued by the USEUCOM CDR, DCDR or COS, the tasked component will make every effort to coordinate for another aircraft. If an alternate aircraft cannot be scheduled, components will immediately notify the EPOC-OD (430-4220) during duty hours, or the JOC after duty hours (430-5075), for adjudication.

11. Point of Contact Information.

a. HQ USEUCOM EPOC-OD-CAB-Air Cell (Vaihingen Germany): DSN 430-4220/4217, Comm: +49 (0) 711-680-4220/4217. U-Fax: x4222. E-mail: EPOC-OD-CAB-AIRCELL@eucom.smil.mil or EPOC-OD-CABAIRCELL@eucom.mil.

b. COMUSNAVEUR's ASCOMED (Naples Italy): DSN 626-3150/3177/4818, Comm: +39 (0) 81-568-3150/3177/4818. E-mail ascomedw@cnlfe.naples.navy.smil.mil or ascomedwatch@med.naples.navy.mil

c. USAFE's AMOCC (Ramstein AB Germany): DSN 480-7432/7708/9292 (24-hour watch), Comm: +49 (0) 6371-47-4732/7708/7457/9292, FAX: 7456/9811, E-mail: amocc.xoos@ramstein.af.smil.mil or amocc.xoos@ramstein.af.mil.

d. USAREUR's CASO (Heidelberg Germany): DSN 370-3261/9463, Comm: +49 (0) 6221-57-3261/9463. Fax: x8924. E-mail: caso-odcsops@dcops.hqusareur.army.smil.mil or caso-odcsops@hq.hqusareur.army.mil

FOR THE COMMANDER:

COLBY M. BROADWATER, III
Lieutenant General, USA
Chief of Staff

OFFICIAL

WILLIAM L. KISER
Chief, Support Services

APPENDIXES

- A -- Priority Codes and Form 2768 Approval Authorities
- B -- Invitational Travel Order
- C -- Request for Funded Travel by Family Members
- D -- Format for Requesting MILAIR
- E -- Senior Federal Traveler Report Format
- F -- OSA Aircraft Flying Hour Summary

DISTRIBUTION

P

APPENDIX A

PRIORITY CODES AND FORM 2768 APPROVAL AUTHORITIES

Priority 1 - Airlift in direct support of operational forces engaged in combat, contingency or peacekeeping operations directed by the National Command Authorities or for emergency lifesaving purposes.

Priority 2 - Required use airlift or airlift requirements with compelling operational considerations making commercial transportation unacceptable. Mission cannot be satisfied by any other mode of travel.

Priority 3 - Official business airlift which is validated to be more cost effective than commercial air travel when supported by military aircraft, or official business travel when consolidated with another request on previously scheduled missions.

AUTHORIZING OFFICIALS:

<u>TRAVELER</u>	<u>AUTHORIZING OFFICIAL</u>
CDR	NA
DCDR	NA
CDRUSAFE	NA
CDRUSAREUR	NA
CDRUSNAVEUR	NA
EUCOM COS	DCDR
EUCOM DIRECTORS	COS
EUCOM SPECIAL STAFF	COS

APPENDIX B
SAMPLE INVITATIONAL TRAVEL ORDER
INSERT LETTERHEAD HERE

ORDER
ECDC - 11-02

XX Date 200X

1. The following travelers are authorized to travel on military aircraft on a non-reimbursable basis as indicated:

Insert names and positions of travelers here.

2. Authority: Department of Defense Directive 4515.13.

3. Itinerary: Need to only list locations traveling to/from. Detailed itinerary not necessary.

4. Current Location: Will usually be home station of DoD Sponsor

5. Purpose: To participate in discussions in the best interest of Department of Defense.

6. Accounting Citation: N/A

7. Movement Designator Code: N/A

8. Period of Travel: Inclusive dates.

9. Additional Instructions: This order authorizes travelers to accompany the trip sponsor. It does not entitle the travelers to per diem. If travelers do not desire to bear per diem expenses, they may choose not to travel and the order will be canceled.

FOR THE COMMANDER:

NAME OF APPROVING AUTHORITY
Rank, SERVICE

APPENDIX C
REQUEST FOR FUNDED SPOUSE TRAVEL

ORDER
ECDC - 11-01

XX Date 200X

1. The following traveler is authorized to travel on military aircraft on a non-reimbursable basis as indicated:

Person traveling (spouse of [name of sponsor, and position]).

2. Authority: Department of Defense Directive 4515.13.

3. Itinerary: Need to only list locations traveling to/from. Detailed itinerary not necessary.

4. Current Location: Will usually be home station of DoD Sponsor.

5. Purpose: To participate in official briefings at xxxx.

6. Accounting Citation: N/A

7. Movement Designator Code: N/A

8. Period of Travel: Inclusive dates.

9. Additional Instructions: This order authorizes traveler to accompany the sponsor. It does not entitle the traveler to per diem. If traveler does not desire to bear per diem expenses, she may choose not to travel and the order will be canceled.

FOR THE COMMANDER:

NAME
Rank, SERVICE

APPENDIX D DD Form 2768, Military Airlift Passenger/Cargo Request

MILITARY AIR PASSENGER/CARGO REQUEST				
<i>NOTE: Keep this data on file for two years after submission date.</i>				
1. SELECT APPLICABLE TRAVEL STATEMENT:				
PRIORITY 1	Direct support of operational forces engaged in combat <u>or</u> contingency peace-keeping operations directed NCA, <u>or</u> for emergency lifesaving purposes.			
PRIORITY 2	"Required use" travel <u>or</u> compelling operational considerations making commercial transportation unacceptable (within 24 hours). Mission cannot be satisfied by any other mode of travel. Requester should provide a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.			
PRIORITY 3	Official business travel which when consolidated by JOSAC with other travelers, is more cost effective than commercial air travel or official business travel on previously scheduled missions. Requester must provide at least a 2-hour window for departure and arrival times to allow consolidation of missions per DoD Directive 4500.43.			
2. PURPOSE OF TRAVEL				
a. PUJC CODE	b. COMPLETE MISSION DESCRIPTION			
3. TOTAL NUMBER OF PAX	c. PRIORITY 2 COMPELLING CONSIDERATIONS AND REASON COMMERCIAL TRAVEL UNACCEPTABLE			
4. SENIOR TRAVELER				
a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE	
5. ADDITIONAL PASSENGERS (Note: Required only for DV 7 or higher)				
a. NAME (Last, First, Middle Initial)	b. GRADE/DV CODE	c. DUTY TITLE	d. BRANCH OF SERVICE	
6. DESIRED FLIGHT ITINERARY				
	a. DEPARTURE ICAO	b. DEPART DATE/TIME (Z)/MO/YR (+/- 2 hrs) <i>(Example: 25/1200 DEC 98 (1400))</i>	c. ARRIVAL ICAO	d. ARRIVE DATE/TIME (Z)/MO/YR (+/- 2 hrs) <i>(Example: 25/1200 DEC 98 (1400))</i>
(1) LEG 1				
(2) LEG 2				
(3) LEG 3				
7. COST OF COMMERCIAL TRAVEL (Transportation, additional per diem, lost time, etc.)				
a. LEG 1	b. LEG 2	c. LEG 3	d. TIMES NO. OF PASSENGERS	e. EQUALS TOTAL COST
8. CARGO TRANSPORTATION (Cargo acceptors and handlers are required at destination airfield.)				
a. CARGO DESCRIPTION				
b. LARGEST ITEM DIMENSIONS	c. HEAVIEST ITEM DIMENSIONS/WEIGHT	c. TOTAL WEIGHT	d. TOTAL CUBIC FEET	
e. SPECIAL HANDUNG REQUIREMENTS (Explain)				

9. POINT OF CONTACT <i>(Must be able to contact traveler(s) before departure and after arrival in case of delay(s) or cancellation(s))</i>				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY PHONE <i>(DSN/Commercial)</i>	d. AFTER HOURS <i>(DSN/Commercial)</i>
(1) DEPARTURE				
(2) ARRIVAL				
10. NON-DV PASSENGERS				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. BRANCH OF SERVICE
11. REMARKS/ADDITIONAL COMMENTS				
12. REQUESTER				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE			g. DATE
h. PLAIN LANGUAGE ADDRESS (PLAD)				
13. TRAVEL AUTHORIZING OFFICIAL <i>(As appointed by Service)</i>				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE			g. DATE
14. SENIOR TRAVELING PASSENGER <i>(Signature may not be delegated)</i>				
	a. NAME <i>(Last, First, Middle Initial)</i>	b. GRADE	c. DUTY TITLE	d. OFFICE SYMBOL
e. DUTY TELEPHONE <i>(DSN/Commercial)</i>	f. SIGNATURE			g. DATE

DD FORM 2768 (BACK), MAR 1998

[illegible]

APPENDIX F
OSA Aircraft Flying Hour Summary

Service
Base
Month
A/C Type

Tail #	Flying Hours					Sorties
	Operational	Training	Maintenance	Other *	Total	

* Please explain what the other hours are